



## City of Austin - JOB DESCRIPTION



### Animal Care Worker

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(80) Serv/Maint
<b>Class Code:</b>	10585	<b>Salary Grade:</b>	JB6
<b>Approved:</b>	January 31, 2001	<b>Last Revised:</b>	December 17, 2009

#### Purpose:

Perform all aspects of humane animal care duties to ensure animal safety and well-being, and provides quality customer service by providing the public with assistance and accurate information regarding Animal Services' policies, programs and procedures.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Clean, disinfect and maintain animal handling areas and/or veterinary services areas.
2. Feed, water, bathe, dip and exercise animals.
3. Safely and humanely handle animals and/or perform certain related animal and/or health care functions for animals of all species, including those of unknown temperament, and aggressive, wild, sick and injured animals.
4. Assist in monitoring the medical/behavioral status of animals and perform related health care activities.
5. Monitor the physical condition of animals and advise veterinarians and/or supervisors of ill or injured animals.
6. Load dead animals onto trucks.
7. Ensure the safety of animals and people in the shelter.
8. Maintain relevant written records, accurately enter data on computer, and answer the telephone.
9. Perform receiving, reclaim, and animal care and adoption duties.
10. Assist other staff with animals.
11. Assist in the euthanasia of animals identified by veterinarians, management, supervisors and/or senior veterinary technicians with understanding and compassion for the animal.
12. Provide information to the public.
13. Assist in unloading trucks, stocking shelter areas and storing materials.
14. Maintain facility and grounds in a clean, neat and organized manner.
15. Attend training.
16. Assist in identifying potentially adoptable animals.
17. Assist in performing medical and behavioral examinations of animals.
18. Assist in administering medical treatments (injections, oral) to shelter animals.
19. Assist in preparation, transport and documentation of specimens for rabies testing.

#### Responsibilities - Supervisor and/or Leadership Exercised:

None

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. Adhere to disease management and safety protocols

#### Minimum Qualifications:

- Graduation from high school or equivalent, plus six (6) months of work experience.

#### Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.